

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 428-8713

Fax: (540) 347-5753

**NOTICE OF CONTRACT RENEWAL**

1. DATE: March 3, 2004
2. COMMODITY NAME: Unleaded Gasoline
3. CONTRACT NUMBER: 87-01smc
4. SUPERCEDES: COG # 8507000092
5. CONTRACT PERIOD: May 1, 2004 through April 30, 2005
6. RENEWAL OPTIONS: No renewals remaining
7. CONTRACTOR: Petroleum Traders Corporation (V/N 634021)  
7110 Pointe Invemess Way  
Fort Wayne, IN 46804  
PH (800)348-3705 FX (219)432-6564
8. TERMS: Net 45
9. DELIVERY: Will-call basis  
F.O.B. FCG&PS locations
10. FOR FURTHER INFORMATION CONTACT: Susan Monaco, CPPB  
Senior Buyer, PH (540) 428-8713
12. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL  
USING DEPARTMENTS: This contract is the result of a competitive bid program  
and its use must follow the FCG&PS Procurement Policy/Procedures for the  
purchase of the commodity listed herein. Please see the reverse side of this notice  
for further instructions regarding this contract.

By: \_\_\_\_\_  
Susan R. Monaco, CPPB  
Senior Buyer, FCG&PS Procurement

## INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 428-8717 or 8720.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax, email or courier.
5. Renewals: As stated on the face of this notice, no renewals remain on this contract. A new solicitation will be issued by the contract officer, with input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
6. Fuel Price: Total selling price is calculated using the base purchase price per gallon plus the *firm, fixed net differential price of \$ .0309/gallon*. Base purchase price will fluctuate with the weekly posting of the Opus Average out of the Fairfax Terminal, as stated in the original bid documents.
7. Price Adjustments: Changes to the net differential portion of the total selling price will be negotiated only at the time of renewal. All price increases must be approved by the contract officer. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.